



## Arlington Public Schools

---

Procurement Office  
2110 Washington Blvd., Arlington, VA 22204 • Phone: (703) 228-6123 • Fax: (703) 841-0681  
[www.apsva.us](http://www.apsva.us)

November 30, 2021

Via Email

OTC Direct, Inc. dba  
Oriental Trading Company  
Attn: Cydney Ledesma  
4206 S. 108th Street  
Omaha, NE 68137-1215  
[orders@oriental.com](mailto:orders@oriental.com)

Subject: Instructional Aids, Toys and Games 15-31FY17 – Contract Amendment No. 1

Dear Ms. Ledesma:

On November 30, 2021 the above cited Contract between your firm and Arlington Public Schools will expire. Attached is Amendment No. 1 to renew the Contract for five (5) years at the existing prices or discounts. The renewal shall be effective from December 1, 2021 and shall remain valid through November 30, 2026. This Amendment constitutes the first of one (1) five (5)-year renewal option with no renewal options remaining. All other terms and conditions shall remain unchanged.

Additionally, the certificate of insurance on file with Arlington Public Schools is expired. Please have your insurance provider send an updated copy to my attention via email at [kimberly.young@apsva.us](mailto:kimberly.young@apsva.us).

Sincerely,

Kimberly Young, CPPB  
Senior Procurement Specialist

KY:ky

Enclosure



**Arlington Public Schools**

Procurement Office  
2110 Washington Blvd., Arlington, VA 22204 • Phone: (703) 228-6123 • Fax: (703) 841-0681  
www.apsva.us

**Amendment No. 1**

**Subject:** Instructional Aids, Toys and Games

**Contractor:**

OTC Direct, Inc. dba  
Oriental Trading Company  
Attn: Cydney Ledesma, Bid Supervisor  
4206 S. 108th Street  
Omaha, NE 68137-1215  
[orders@oriental.com](mailto:orders@oriental.com)

**Contract:**

15-31FY17

By mutual agreement Contract No. 15-31FY17 is hereby renewed for five (5) years at existing prices or discounts. The renewal shall be effective from December 1, 2021, and shall remain valid through November 30, 2026. This Amendment constitutes the first of one (1) five (5)-year renewal option with no renewal options remaining. All other terms and conditions shall remain unchanged.

**Arlington Public Schools**

**Oriental Trading Company**

Authorized  
Signature:

David J. Webb

Printed Name  
and Title:

David J. Webb, C.P.M.  
Procurement Director /  
Procurement Agent

Date:

December 15, 2021

Authorized  
Signature:

Chuck Bodfield

Printed Name  
and Title:

Chuck Bodfield, Sr. Operations Manager

Date:

12-2-21